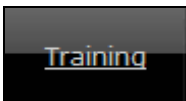
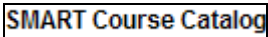

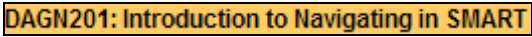


How to Complete Web Based Training on the SMART Website

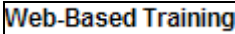
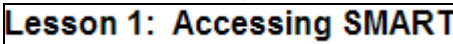






| Step | Action |
|------|---|
| 1. | <p>From the SMART Home Page (http://da.ks.gov/smart/) navigate to the SMART Training Home Page.</p> <p>Click the Training link.</p>  |
| 2. | <p>Each SMART training course has its own web page with course objectives as well as links to helpful resources related to that course. For the web-based training courses, there is a link included to navigate to the course outline and complete web-based training.</p> <p>Click the SMART Course Catalog link.</p>  |
| 3. | <p>The SMART Course Catalog opens in a new window. Use the Maximize/Restore button to see the entire page.</p> <p>Click the Maximize/Restore button.</p>  |
| 4. | <p>Use the right scrollbar to view the remainder of the courses in the course catalog.</p> <p>Note: On some monitors, this simulation may not launch in full screen mode. If you do not see a red rectangle outlining the right scroll bar that is part of the simulation graphic, use the gray scrollbar at the bottom of your window to view the right-hand side of the picture. Alternately, adjust your browser display to less than 100% until the simulation can be viewed in the full screen.</p> <p>Click the right scrollbar.</p> |
| 5. | <p>Choose the course materials page that you wish to view.</p> <p>For this simulation, use the DAGN201: Introduction to Navigating in SMART course in order to understand the use of buttons as well as simulations within the web-based training.</p> <p>Note: DAGN101 is the first course that all SMART users will take. You should complete DAGN101 before completing DAGN201.</p> <p>Click the DAGN201: Introduction to SMART link.</p>  |

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| Step | Action |
|------|--|
| 6. | <p>The course materials page opens. In the Logistics section, you can click the Web-Based Training link to open the course outline page and complete the web-based training.</p> <p>Click the Web-Based Training link.</p>  |
| 7. | <p>From the Course Outline page, you view the web-based training by clicking on the link for each lesson in order.</p> <p>For this simulation, click the Lesson 1: Accessing SMART link.</p>  |
| 8. | <p>The web-based training lesson opens in a new window. Use the Maximize/Restore button to view the web-based training slides in full screen.</p> <p>Click the Maximize/Restore button.</p>  |
| 9. | <p>Use the Next button to move forward through the slides in each lesson.</p> <p>Click the Next Button.</p>  |
| 10. | <p>Each lesson begins with a scenario and lesson objectives. Use the Next button to move to the Lesson Topics slide.</p> <p>Click the Next Button.</p>  |
| 11. | <p>The SMART Training Team recommends that the first time through each lesson, you use the Next button to navigate so that you see each slide. The Lesson Topics buttons are useful for jumping to a specific topic when returning to the lesson as a resource after completing training.</p> |
| 12. | <p>For this simulation, use the Next button to move on to the first topic, SMART Access.</p> <p>Click the Next Button.</p>  |
| 13. | <p>The Home button is located in the bottom, left corner of each slide after the Lesson Topics slide. Use this button to return to the Lesson Topics slide from anywhere in the lesson.</p>  |
| 14. | <p>Use the Back button to move backward through the slides in each lesson.</p>  |




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| Step | Action |
|------|---|
| 15. | Notice that instructions are located in the bottom, center of each slide to indicate the action you should take next. In this slide, the only action to take is to click the Next button once you are done reviewing the slide. |
| 16. | Use the Resources button to open the SMART Training Resources web page. Click the Resources button.  |
| 17. | The SMART Training Resources web page opens in a new window. When you are done viewing the SMART Training Resources web page, use the Close button to return to the web-based training lesson. Click the Close button.  |
| 18. | Use the Help button to open the SMART Training Help web page. Click the Help button.  |
| 19. | The SMART Training Help web page opens in a new window. When you are done viewing the SMART Training Help web page, use the Close button to return to the web-based training lesson. Click the Close button.  |
| 20. | Use the Glossary button to open the SMART Glossary web page. Click the Glossary button.  |
| 21. | The SMART Glossary web page opens in a new window. When you are done viewing the SMART Glossary web page, use the Close button to return to the web-based training lesson. Click the Close button.  |





| Step | Action |
|------|---|
| 22. | <p>To keep the web-based training interesting, many slides have pictures or graphics coded to display more information when you roll your mouse over them.</p> <p>For this simulation, use the Next button to move to a slide with rollover graphics.</p> <p>Click the Next button.</p>  |
| 23. | <p>Notice that the instructions in the bottom, center of the slide indicate that you need to roll your mouse over a part of the screen to see more information.</p> |
| 24. | <p>Simply move your mouse over one of the checkmark images on this slide, and more information is displayed.</p> <p>For this simulation, move the mouse over the bottom checkmark.</p>  |
| 25. | <p>Notice that additional information is now displayed on the screen. Moving the mouse away from the checkmark graphic will cause the additional information to be hidden again.</p> |
| 26. | <p>Many of the SMART web-based training courses make use of simulations to practice the tasks you will perform in SMART.</p> <p>For this simulation, use the Next button to view a slide that jumps to a simulation.</p> <p>Click the Next Button.</p>  |
| 27. | <p>Each simulation slide describes the task that you will complete. Notice that the instructions at the top and at the bottom, center ask you to click the computer icon to launch the simulation.</p> <p>Note: It is important not to skip the simulations as they form the core practice that you will receive for each task you will perform in SMART.</p> |
| 28. | <p>To launch the UPK simulation, click the Computer icon.</p> <p>Click the Computer icon to view the simulation.</p> |
| 29. | <p>The simulation, also known as a UPK (User Productivity Kit), launches in a new window and automatically maximizes to full screen.</p> |

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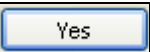
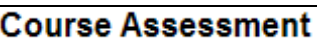
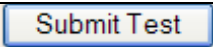
| Step | Action |
|------|---|
| 30. | <p>Notice that the yellow information bubble in the simulation is the same as in this simulation. The UPK software was used to create both!</p> <p>This simulation is set to move through the steps automatically. However, each SMART UPK simulation requires that you complete the action designated at the bottom of each yellow information bubble in order for the simulation to progress.</p> |
| 31. | <p>After you have reached the end of the UPK simulation, you will receive a congratulatory message indicating that you need to press Enter to finish.</p> |
| 32. | <p>Each UPK has a background page, known as a gateway page, which remains open when you have finished the simulation. Use the Close button to exit this page.</p> <p>Click the Close button.</p>  |
| 33. | <p>When you have completed the simulation, you are returned to the web-based training slide where you started. Use the Next button to progress through the lesson.</p> <p>In this simulation, click Next to move to a Lesson Checkpoint slide.</p>  |
| 34. | <p>At the end of most web-based training lessons, you will see a series of quiz questions designed to help you review the material you just covered. The questions will show if you answered correctly, but are not graded.</p> <p>Click Next to advance to the first quiz question.</p>  |
| 35. | <p>There are five different types of quiz questions:</p> <p>Multiple Choice (shown) - Choose the one answer you feel is correct True/False - Indicate whether a statement is true or false Multiple Response - Choose all answers that apply Fill in the Blank - Some fill-in-blank questions provide a drop-down with choices while others require you to type your answer Matching - Match the items on the right of the screen to the items on the left of the screen by dragging and dropping or typing the letter of your answer</p> <p>Regardless of the type of question, when you are done answering, click the Submit button to receive feedback. Once you completed the question, use the Next button to move to the next slide.</p> |
| 36. | <p>For this simulation, answer a multiple choice question by clicking the radio button next to answer A.</p>  |

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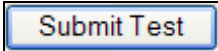
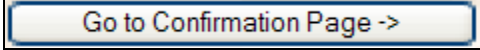



| Step | Action |
|------|---|
| 37. | Click the Submit button to check your answer.  |
| 38. | Notice the feedback indicating that the answer was correct. |
| 39. | Use the Next button to go to the next slide. Click the Next button.  |
| 40. | At the end of each lesson, you will see a summary slide. After reviewing the lesson summary, use the Exit button to close the lesson. Click the Exit button.  |
| 41. | A message displays to confirm that you wish to close the browser window. Click Yes to confirm.  |
| 42. | You are returned to the Course Materials page where you can choose the next lesson. When you have completed all lessons for a course, you must complete a Course Assessment to demonstrate your understanding of the topics. Click the Course Assessment link.  |
| 43. | The SMART Course Assessments page displays. Choose the test you wish to take. For this simulation, click the DAGN201: Introduction to Navigating in SMART link. |
| 44. | For each test that you take, you must fill in the Requestor Information section. An asterisk is used to note required fields. Notice that the only field you can leave blank is your SMART User ID which you likely do not know yet. The information entered in this section is used to create a report to your agency. If you do not fill in the correct information, you may not get credit for completing the course. Note: For roles other than "View-Only," course completion is required in order to receive access to SMART. |
| 45. | When you have answered all of the questions in the test, click the Submit Test button to check your answers. Click the Submit Test button.  |

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| Step | Action |
|------|--|
| 46. | <p>You must receive a 100% to move forward. The number of each question you answered incorrectly is displayed so that you can go back and correct your answers. Use the Close button to return to the test.</p> <p>Click the Close button.</p>  |
| 47. | <p>Once you have fixed the incorrect answers, click the Submit Test button again to check your new answers.</p> <p>Click the Submit Test button.</p>  |
| 48. | <p>A congratulatory message is displayed when you have answered all questions correctly. Use the Go to Confirmation Page button to see your certificate of completion.</p> <p>Click the Go to Confirmation Page -> button.</p>  |
| 49. | <p>From the confirmation page, you can print the Confirmation page if you wish. Use the WBT Home Page button to return to the SMART Course Assessments page.</p> <p>Click the WBT Home Page button.</p>  |
| 50. | <p>The SMART Course Assessments page is displayed. Use the Close button to exit this page.</p> <p>Click the Close button.</p>  |
| 51. | <p>Use the Close button again to exit the test page.</p> <p>Click the Close button.</p>  |
| 52. | <p>Congratulations! You have successfully learned how to complete web based training on the SMART website.</p> <p>End of Procedure.</p> |